

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES DIRECTOR

NUMBER: 673

APPROVAL ORDER NUMBER: 2022-264

PAY RANGE: 23

DATE: JULY 19, 2022

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs professional nursing, preventive medicine and administrative support work in the Linn County Jail. Manages, coordinates, plans and directs 24-hour healthcare services including administration of contract services delivered within the Linn County Jail. Establishes and ensures the quality of healthcare services. Coordinates and supervises medical staff activities, infection control and quality assurance.

SUPERVISION RECEIVED: Works under supervision of the Corrections Programs Division Commander who assigns duties and evaluates performance and adherence to established policies. Nursing duties are conducted within the limits of the standing orders of the Jail Physician.

SUPERVISION EXERCISED: Exercises supervision over nursing and medical staff assigning and directing the duties of subordinate personnel. A person in this classification assists in the formulation and implementation of management decisions and policies. When appropriate, may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinates, monitors and reviews the activities of health services staff to ensure effective and efficient operation of healthcare services to inmates.
2. Review intake screenings and perform physical assessments and health triage for Adults in Custody(AIC) health conditions; do follow-up evaluation of any AIC lodged with medical complaints.
3. Observe AICs behavior and physical condition, gather pertinent information on AIC's medical history and symptoms; maintain accurate medical records and prepare medical evaluation reports and statistical reports for the Jail Physician.
4. Serve as liaison for the coordination of health care services; work with corrections staff; the Jail Physician, hospital emergency room doctors, private physicians, mental health staff and dental staff. Ensures coordinated, effective and safe delivery of quality healthcare services to inmates by multidisciplinary personnel; provides direction to ensure staff and department compliance with accreditation standards and pertinent state and federal regulations related to the quality of healthcare services to inmates.
5. Provide or supervise provision of nursing care to include detoxification of patients; assist in emergency cases and trauma; call in prescriptions to pharmacy and administer

medication to AICs in accordance with physician orders, administer immunization for communicable diseases and instruct corrections staff in health care of AICs. Hold daily sick call, collect specimens for further assessment or diagnosis such as communicable disease cultures, blood, etc.

6. Promote individual and group well-being through educational activities including counseling, teaching and formal programs.
7. Exercise supervision over nursing and medical staff assigned. Responsible for coordinating and scheduling staff to meet facility needs.
8. Ensures the implementation of policies, procedures, protocol and guidelines initiated by County, State and Federal agencies. Recommends the development of new policies and procedures. Defines and maintains standards of patient care within regulatory guidelines. Assures conformance of nursing activities with established guidelines, policies and standards of correctional health care program. Assesses and monitors quality of care service program.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of modern policies, procedures and techniques for the custody, care and treatment of AICs. Ability to exercise good judgement and act professionally and effectively in emergency and stress situations. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to nursing and corrections programs. Knowledge of the uses and effects of medicines and narcotics.

Knowledge of nursing principles, methods and procedures associated with preventive measures in the maintenance of health in a corrections facility. Knowledge of the uses and effects of medicines and narcotics. Ability to carry out instructions and standing orders and exercise judgement within the scope of nursing principles. Ability to establish and maintain effective working relationships with corrections staff, Jail Physician and other agencies.

Ability to work rotating shifts, evenings, nights, weekends and may be asked to work holidays. Ability to work in a corrections setting.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of nursing with at least three years' experience of acute care nursing; supervision experience in a health care setting is preferred. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record, at the time of appointment, may be a condition of employment. Possession of a current license to practice as a Registered Nurse in the State of Oregon (as outlined in Oregon Revised Statute Chapter 678), or higher level of nursing and medical certification. Must have certification as Correctional Healthcare Professional or acquire the certification within two years of hire. Must possess and maintain a valid First Aid and CPR card including operation of Automatic External Defibrillators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is primarily performed indoors. Work requirements include being able to see (Corrected vision shall be at least 20/30 [Snellen] in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal); talk and hear (have no significant hearing loss); sit, stand and walk; read and write; bend, stoop and the ability to lift or move thirty (30) pounds; use hands to finger, handle or operate objects, tools or controls and reach with hands and arms; and, shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. The work involves potential exposure to blood products and cleaning materials.